



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

Invites Applications for:

## **AIR QUALITY PROGRAM MANAGER**

### **Annual Salary**

**\$105,227 - \$127,904**

*Plus Excellent Management Benefits*

939 Ellis Street  
San Francisco, CA 94109  
(415) 749-4980  
[www.baaqmd.gov](http://www.baaqmd.gov)

An Equal Opportunity Employer

---

### Air Quality Program Manager

---

#### ***ABOUT THE DISTRICT***

---

The Bay Area Air Quality Management District (District) is a regional government agency. The District's jurisdiction encompasses all of seven counties – Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo and Santa Clara, and portions of two other counties – southwestern Solano and southern Sonoma. The District's mission is to achieve clean air to protect the public's health and the environment.

---

#### ***THE POSITION***

---

The District is currently recruiting for an Air Quality Program Manager who reports directly to the Director of Compliance & Enforcement (C&E). Under administrative direction, this position plans, organizes, supervises, reviews and evaluates staff and activities of an assigned section in the C&E Division. Performs related work as assigned. This is a full-time management position.

#### ***Examples of duties:***

- \* Develops and implements goals, objectives, policies, procedures and work standards for an enforcement section.
- \* Manages the development and implementation of enforcement field inspection program.
- \* Develops and implements enforcement policies and procedures and methods to ensure compliance with federal and state mandated programs for air quality control.
- \* Interacts with Board of Directors, Advisory Council, and District management staff regarding assigned programs.

- \* Reviews and evaluates violation notices and reports, settlement agreements and legal actions; provides rule and policy interpretation and other technical expertise.
- \* Represents the District at meetings and workshops with the public and other public agencies regarding enforcement actions and activities.
- \* Analyzes issues and prepares and presents reports and recommendations regarding technical and policy issues to the Board and various committees.
- \* Prepares and administers section budget.

### **QUALIFICATIONS**

A typical way to obtain the knowledge and skill is the equivalent to graduation from a **four-year** college or university with major course work in chemistry, engineering, environmental science or a closely related field and **four** years of experience in developing and administering environmental programs, including **two** years of lead or supervisory experience. A graduate degree in a relevant field may be substituted for up to **two** years of the experience on a year-for-year basis.

#### **Other Requirement:**

Must possess and maintain a valid California Driver's License and meet the automobile insurability requirements of the District.

### **THE SELECTION PROCESS**

Selection will be based upon an initial screening to assess minimum qualifications for the position. Depending on the number of qualified applicants, a training and experience assessment panel, written or performance examination, and/or panel interview may be held to identify the most suitable candidates, who will be ranked. The top candidates will be scheduled for a hiring interview that may include a work product exercise and/or presentation.

### **HOW TO APPLY**

Interested individuals must submit a completed official District application along with their responses to the supplemental application questions to the District's Human Resources Office at 939 Ellis Street, 4<sup>th</sup> Floor, San Francisco, CA, 94109 by:

**No later than 5:00 p.m. on Thursday, August 28, 2008**

For an application package, please go to our website at [www.baaqmd.gov](http://www.baaqmd.gov) or call the Human Resources Office at (415) 749-4980.

Resumes will be accepted but not in lieu of the required application materials. **Postmarks, faxes, and E-mails will not be accepted.**

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

### **MANAGEMENT BENEFITS**

Comprehensive benefits package for management includes:

- \* District-paid Medical, Dental, and Vision options
- \* District-paid PERS contributions (2% at 55 formula)
- \* District-paid money purchase pension plan (401a)
- \* District-paid Life Insurance
- \* Paid annual and sick leave with annual leave buy-back
- \* 72 hours of Floating Holiday and 40 hours of Administrative Leave per year
- \* 13 paid holidays
- \* Transit subsidy up to \$184 per month
- \* 9/80 Schedule (Every other Friday off)